

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 26, 2017 Closing Date: February 1, 2017

**RECEPTIONIST (Pay Grade 6)
Criminal Division, New Castle County**

Job Responsibilities and Duties:

This position is the *main* Receptionist in the Criminal Division in New Castle County, Seventh floor, Carvel State Building, with standard work hours of 8:30 a.m. to 5:00 p.m. The primary duties are to greet visitors, sign in for mail receipt, answer and transfer a high volume of telephone calls that come in to the Criminal Division in New Castle County. This position has a very high volume of visitors, answers multiple telephone lines and is expected to take accurate messages and forward telephone calls. This position is expected to respond to general questions about the Criminal Division and the criminal justice system. Duties could include other clerical functions such as typing, preparing folders for jury panels, filing and data entry, copying and collating information.

Minimum Qualifications:

- Must be detail-oriented.
- Must be able to work effectively and efficiently in managing multiple priorities in an extremely fast-paced work environment.
- Must be well organized and proficient in Microsoft Word office suite.
- Must have excellent verbal and written skills; excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.
- Must have a working knowledge of proper professional reception practices and procedures, including eliciting/disseminating routine information.

Internal applicants should submit an updated Resume or summary of work experience to the Director of Human Resources.

External applicants should submit a Resume and a State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, or Email to DOJHR@state.de.us, or Fax to: 302-577-5866. EOE.